



How to Download ILP Data from CareerCruising Using Google Chrome

All data must be downloaded by June 30, 2018. Data will not be available to schools after June 30, 2018.

The screenshot shows the 'Advisor Homepage' for a 'Middle School'. The left sidebar contains a 'Quick Links' section with the following items: Advisor Homepage, Search for Students, Manage Parent Accounts, Assignments & Activities, ILP Options, Assessment Options, Graduation Requirements, Reports, ILP Completion Reports, ILP Reports, **Mass Print Options** (highlighted), View Usage Statistics, Helpful Documents, Enter Career Cruising, and Logout. The main content area shows 'Welcome' and sections for 'All Students' (Total Students: 404) and 'My Students' (Total Students: 0). Below these are sections for 'Manage Advisor Assignments' and 'Advisor Administration'. At the bottom, there is a table for 'ILP Homepage Files' with columns for Date, Details, and Options.

1. Log in to your CareerCruising ILP Administrator account at <https://www.careercruising.com/ilpschool/Default.aspx>

2. Click on **Mass Print Options**

The screenshot shows the 'Mass Print Options' page. The left sidebar is identical to the previous screenshot, but the 'Mass Print Options' link is now highlighted. The main content area has a 'Select an Option' header and a 'Mass Print Options Menu'. The menu items are: **Mass Print ILPs** (highlighted), Mass Print Education Plans (with sub-links: Mass Print Complete Education Plans, Mass Print This Year's Education Plan, Mass Print Next Year's Education Plan), Mass Print Resumes, Mass Print Career Matchmaker Results, and Mass Print GSSPs.

3. Click on **Mass Print ILPs**

Mass Print ILPs

Sections to include:

Next

- ☒ Personal Profile
- ☒ Advisement Log
- ☒ Annual ILP Review
- ☒ Education History
- ☒ My Documents
- ☒ Career Cruising
 - ☒ Career Matchmaker
 - ☒ Learning Styles
- ☒ Careers that Interest Me
- ☒ Schools that Interest Me
- ☒ Scholarships & Financial Aid
- ☒ Assessment Results
 - ☒ State Assessments

4. Click on **Next**

Mass Print ILPs

Enter the search criteria for the students whose information you would like to print.

Search Criteria

Username:

First Name:

Last Name:

Advisor:

Grade Level:

Gender: ☐ Male ☐ Female

Submit

5. Do not type anything. Do not select anything from the drop-down lists. Click **Submit**

Mass Print ILPs

Number of ILPs Selected: 404

To ensure that all selected ILPs load and print properly, they have been arranged in groups of 25 according to the students' last names.

To begin printing, please select one of the groups below.

It is recommended that you print the segments in order.

Search Criteria

Username	---
First Name	---
Last Name	---
Advisor	---
Gender	---
Grade Level	---

[1-25](#) (A [redacted] - B [redacted])

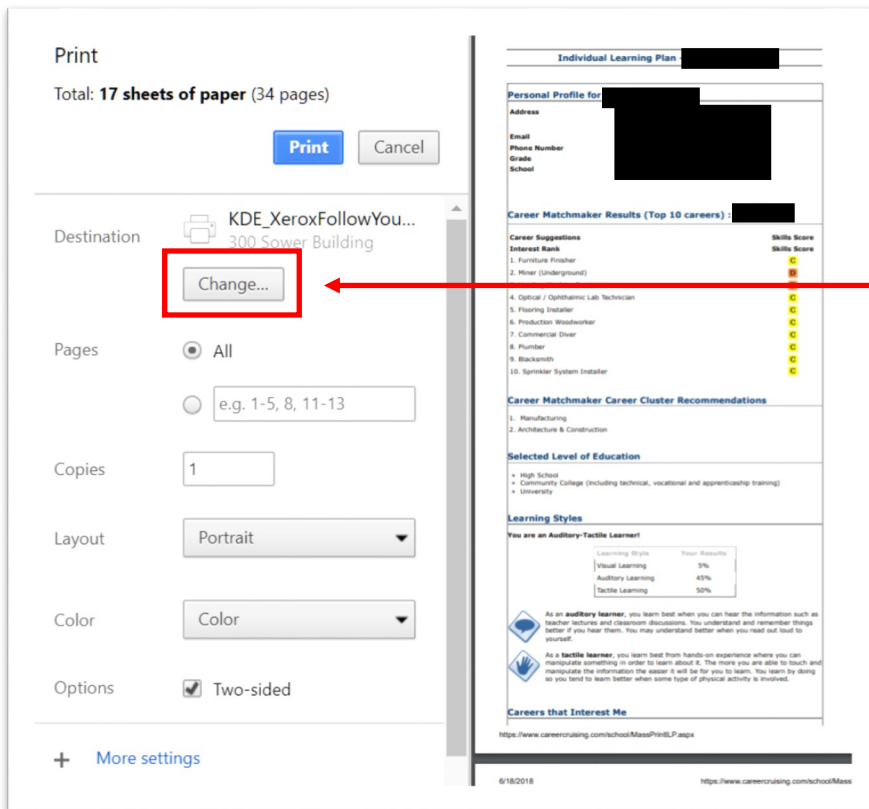
[26-50](#) (B [redacted] - B [redacted])

[51-75](#) (B [redacted] - C [redacted])

Because the ILP is a large file, the program presents them in groups of 25, alphabetically, by last name.

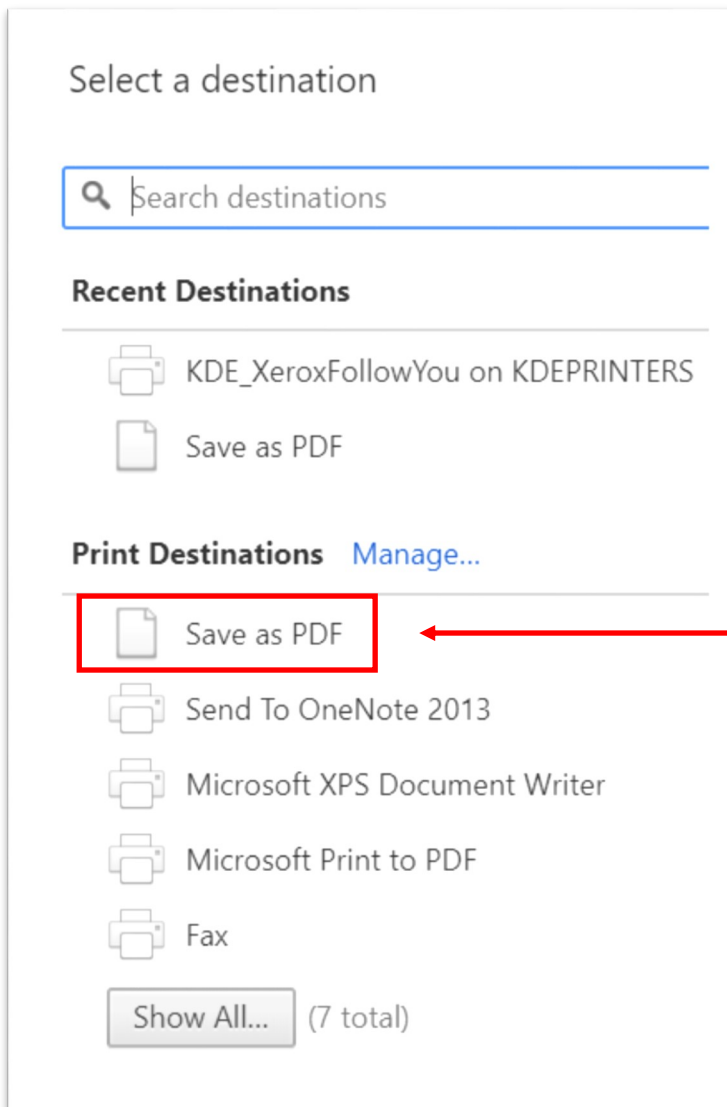
You will need to click on each group of 25 separately in order to save them all.

6. Click on a group of 25 students.



****This may take a few moments to load****

7. To save instead of print, Click **Change**



8. Click **Save as PDF**

Print
Total: 34 pages

Save Cancel

Destination Save as PDF
Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Layout Portrait

Individual Learning Plan - [Redacted]

Personal Profile for [Redacted]

Address [Redacted]
Email [Redacted]
Phone Number [Redacted]
Grade [Redacted]

Career Matchmaker Results (Top 10 careers): [Redacted]

Career Suggestions	Skills Score
1. Furniture Finisher	C
2. Miner (Underground)	D
3. Vending Machine Servicer	D
4. Optical / Ophthalmic Lab Technician	C
5. Flooring Installer	C
6. Production Woodworker	C
7. Commercial Diver	C
8. Plumber	C
9. Blacksmith	C
10. Sprinkler System Installer	C

Career Matchmaker Career Cluster Recommendations

- Manufacturing
- Architecture & Construction

Selected Level of Education

- High School
- Community College (including technical, vocational and apprenticeship training)
- University

Learning Styles

9. Click **Save**

Save As

← → ↕ ⌂ > This PC > Documents

Search Documents

Organize ▾ New folder

Name	Date modified
A-ADA	5/28/2018 10:03 AM
Accessibility Reports	4/2/2018 10:00 AM
ADA Work	5/2/2018 1:04 PM

File name: **MassPrintILP**

Save as type: Adobe Acrobat Document

Save Cancel

10. Choose a location and a file name.

11. Click **Save**

Back to List

Individual Learning Plan - [Redacted]

Personal Profile for [Redacted]

Address [Redacted]
Phone Number [Redacted]
Grade [Redacted]

12. To return to the list of students (listed in groups of 25) click **Back to List**.

13. Click on the next group of 25 students and follow steps 7-11 for each group of 25 students in your list.

If your print screen looks different than the ones shown here, contact someone in IT at your school or district.